

## **Wright Research Site (Air Force Research Laboratory)**

### **Fast Track Instructions** 00.1 DoD SBIR Solicitation

The DoD FY 2000 Small Business Innovation Research (SBIR) Program Solicitation 00.1 requires that detailed instructions on the Air Force Fast Track "program", consistent with the solicitation, be provided by the awarding Air Force activity. This instruction represents the fulfillment of this requirement. Fast Track is essentially a methodology wherein SBIR projects that attract matching cash from outside investors for Phase II efforts have an opportunity to: (1) receive interim funding between Phases I and II; (2) be evaluated for a Phase II award under a separate, expedited process; and (3) be selected for a Phase II award, provided the project meets or exceeds a threshold of "technically sufficient" relative to the application of the stated evaluation criteria, and meets or exceeds other requirements enumerated in the DoD solicitation

It is emphasized that the Air Force is not obligated to make any awards under Phase II or the Fast Track process, and all awards are subject to the availability of funds and military needs. There is no commitment on the part of the Air Force activity to make any (including Fast Track) award, or awards under any specific topic, make a specific number of awards, or be responsible for any monies expended by the proposer prior to an award being made. **Fast Track proposals to the Wright Research Site are to be provided only upon receipt of a written invitation from the Contracting Officer to do so.** In accordance with AF-1: "All Fast Track applicants will be invited".

The following describes numerous Fast Track procedures, processes and requirements. No additional requirements to those set forth in the DoD SBIR Solicitation are imposed. Any perceived discrepancy between this Instruction and the DoD Solicitation shall be resolved in favor of the requirements and language of the DoD Solicitation. As this Instruction is not all inclusive, it is highly recommended that any consideration of the usage of the Fast Track process subsequent to a review of this Instruction include a full examination of the DoD Solicitation 00.1 sections: 4.5, page AF-1, and References B and F. For access to the Reference B, the Fast Track Application Cover Sheet and instructions click on the following hyperlink:) <http://www.acq.osd.mil/sadbu/sbir/00/refb.pdf>. To access the DoD Fast Track Guidance on-line, click on the following hyperlink: <http://www.acq.osd.mil/sadbu/sbir/00/refg.pdf>.

The requirements that must be met to qualify for the Fast Track process are as set forth in the DoD 00.1 SBIR Solicitation. The failure to meet the conditions within the time frames indicated will generally disqualify a

company from participation in the SBIR Fast Track process. The contracting officer must approve deviations from any of these conditions or requirements in writing. Further, the failure of Air Force activity to receive certification that the entire amount of the matching funds from the outside investor has been transferred to the proposing company (in the format and time period specified in the DoD 00.1 solicitation), will result in the ineligibility of the company to compete for a Phase II award not only under Fast Track but also under regular Phase II competition. Any request for a deviation from the above requirements must be documented by the proposing firm and formally approved in writing by the Wright Research Site, SBIR Program Manager as well as the contracting officer.

2. The applicant must be selected for Phase II based upon the Evaluation Criteria set forth in the DoD solicitation as supplemented by the Air Force Preparation Instructions, section AF-1.

3. The applicant must have substantially met Phase I technical goals. No duplication of other Government sponsored research or research and development shall be proposed by the applicant.

4. The applicants proposal must be otherwise fully compliant with the applicable requirements of the 00.1 DoD solicitation as supplemented by the Wright Research Site Phase II proposal instructions and must follow the general proposal preparation instructions and requirements (and qualifications) set forth in same.

5. The applicants fully compliant and accurate Fast Track Application (see above for hyperlinks to same) must be submitted to the **Phase I Wright Research Site, Technical Monitor/ Project Engineer through the Wright Research Site SBIR Program Manager** (at the same address that the Phase I proposal was directed to). An additional copy of the entire application must also be sent to:

**Department of the Air Force  
AFRL/XPTT, Steve Guilfoos  
1864 4<sup>th</sup> Street, Suite 1, Bldg. 15  
Wright Patterson Air Force Base, Ohio 45433-7131**

With a copy of the application cover sheet **only** to:

**DoD SBIR Program Manager  
OSD/SADBU  
1777 Kent Street, Suite 9100  
Arlington VA 22209**

6. Submission of the application must be accomplished within 150 days after the effective start date of the applicants Phase I contract (as set forth in block 3, Standard Form 26 Phase I Award/Contract (cover) page), or DD Form 1155, Order for Supplies or Services.

7. Qualifying applicants that have never received a Phase II SBIR award from the DOD or any other Federal Agency must obtain a minimum matching rate from an outside investor of \$.25 for every DoD activity funded SBIR dollar. For all other qualifying applicants the minimum matching rate from an outside investor is one dollar for every SBIR dollar invested by the DoD activity.

8. The applicant must submit certification that the outside funding proposed in the application qualifies as a "Fast Track investment" and the investor qualifies as an "outside investor". The applicant shall also submit a one page (or less) statement, detailing that portion of the effort that the investor will fund. This is separate from the investor's documentation indicated below. (It is highly recommended (but not required) that the proposing applicant provide to the Air Force the details of the arrangement under which the matching funds are being provided by the outside investor (intellectual property right relinquishments, etc., as applicable)).

9. The applicant must submit to the awarding Air Force activity, a letter from the outside investor demonstrating the commitment of interim and Phase II matching funding in cash, contingent on the company's selection for a Phase II award. A brief statement from the investor describing that portion of the effort that will be funded shall also be provided along with a statement describing the investor's experience in evaluating companies' ability to commercialize technology and the investor's assessment of the market for the company's particular SBIR technology. The investor's evaluation of the ability of the company to bring this technology to market shall also be provided.

10. Any non-SBIR/non-STTR DOD program outside investor must provide a line of accounting within the 45 days after the applicant is notified of selection for Phase II award.

By virtue of the submission of a Fast Track application, the applicant agrees to provide any and all records necessary to verify the compliance, eligibility, and accuracy of all certifications, commitments, and qualifications required or applicable.

11. The applicant shall submit a concise statement of work for any interim SBIR effort proposed (less than four pages) and a detailed cost proposal (less than one page not including supporting documentation).

12. The applicants Phase I final report must be submitted in accordance with the Phase I contracted schedule but in no event later than 210 days after the time specified in block 3, Standard Form 26 Phase I Award/Contract cover page or DD Form 1155, Order for Supplies or Services (as applicable). The applicant is advised to insure that the Phase I effort schedule is negotiated accordingly in order to insure compliance.

**You are put on notice that the failure of the Air Force Contracting Office to receive a compliant certification showing the transfer of funds, shall result in the company being determined ineligible to compete not only for a Phase II award under Fast Track procedures but regular procedures as well. Before signing the certification letter, the company and investor should be aware that knowingly and willfully making any false, fictitious, or fraudulent statements or representations may be a felony under the Federal Criminal False Statements Act (18 U.S.C. Section 1001), punishable by a fine of up to \$10,000, up to 5 years in prison, or both.**